LIMERICK AND CLARE
EDUCATION AND TRAINING BOARD

HEATING SERVICES UPGRADE & GAS CONVERSION
EMERGENCY WORKS PROJECT 2026

AT

SCARIFF COMMUNITY COLLEGE
DREWSBOROUGH,
SCARIFF
Co. CLARE

VOLUME D

PRELIMINARY HEALTH AND SAFETY PLAN

Project 2625 – September 2026

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FOREWORD

Fahey O'Riordan as appointed Project Supervisors Design Process (PSDP) for the **Heating Services Upgrade & Gas Conversion Emergency Works Project 2026** at Scariff Community College, Drewsborough, Scariff, Co. Clare are required to produce a Preliminary Safety and Health Plan prepared in accordance with The Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021 which brings together Safety and Health information obtained from the Client, Designer, and where appropriate the Project Supervisor (Design).

The Preliminary Safety and Health Plan is intended to be used as the basis for the developed safety and Health Plan for the Construction Stage. The Contractors must take into account the specific requirements of the project as described within the Preliminary Safety and Health Plan when preparing and presenting tenders or similar documents.

This document has been prepared for the purpose of providing relevant information to the Project Supervisor Construction Stage

The Project Supervisor Construction Stage (PSCS), who in this case is the appointed Main Contractor, must develop the Construction Phase Safety and Health Plan sufficiently to comply with the Regulations before any construction work can proceed.

Suggestions for the contents of the Developed Safety File (Construction Stage) are contained within Appendix A of this Plan.

Note:
Design Risk Assessments have been and will be prepared for each discipline / area of expertise for all stages of construction, post construction maintenance and building lifecycle (occupancy and use). The Design Risk Assessments will be communicated to the Project Supervisor Construction Stage (PSCS) for inclusion in the Construction Stage Safety and Health Plan.

SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013

All prospective contractors tendering for the works at **Scariff Community College, Drewsborough, Scariff, Co. Clare** as described within this Preliminary Safety and Health Plan must be aware that the above Regulations (i.e. Regulations 4, 19, 25, 29 & Appendix 3 & 4) in respect of SOLAS (FAS) Safe Pass Card and CSCS registration will apply.

The implications of this are summarised as follows:

- All persons employed on site must be in possession of a current SOLAS (FAS) Safe Pass Card.
- All persons erecting scaffolding will be required to have a Construction Skills Card.
- Any site with more than 20 workers on site must have a Site Safety Representative.
- The Project Supervisor Construction Stage has additional duties i.e.
    - to co-ordinate arrangements whereby persons at work on a construction site are in possession of a Safe Pass Card and when required a Construction Skills Card
    - to co-ordinate arrangements which facilitate the provision and maintenance of welfare arrangements for all persons who work on site
    - to facilitate in co-operation with contractors the appointment of Site Safety Representatives
- Sub Contractors must furnish the Project Supervisor (Construction) with written confirmation that all persons are in possession of a SOLAS (FAS) Safe Pass Card or Construction Skills Card.
- Contractors with more than 30 persons under their direct employ on multiple sites or 20 persons on a single site must appoint in writing one or more persons as a Safety Officer.
- From 1st July 2002 all Driver Crane Operators, Telescopic Handler Operators, Scaffolders (Advanced), Slingers/Banksmen must have SOLAS (FAS) Construction Skills Cards.
- From 1st June 2003 all Tractor/Dozer, Mobile Crane, Crawler Crane, Articulated Dumper, Site Dumper, 180°/360° Excavators and workers employed in roof and wall cladding and built up felt roofing must have SOLAS (FAS) Construction Skills Cards.

The only exceptions are: -

In the case of persons undertaking tasks:
a) Scaffolding Basic
b) Tower Crane Operation
c) Excavator Operator
d) Roof and Wall Cladding/Sheeting

In order to gain the experience which is a pre-requisite to undertaking the relevant programme, it shall be permissible for those persons to undertake the tasks during the period required by the programme provided that:

i) They are at all times under the direct supervision of a person who is in possession of the relevant registration card and

ii) They are in possession of a letter from their employer stating that they are a trainee under supervision and giving the date at which they began undertaking this type of work.

iii) Under the FAS New Entrant Training Programme trainees will have to under go a four day training course.

SPECIFIC REQUIREMENTS FOR CONTRACT AWARD

Information to be provided prior to the Award of Contract:

It is a requirement of this project that the successful Contractor will provide the information as detailed in the accompanying Declaration of Suitability for Contractors for Small Works prior to contract award:

1.0 Project Health And Safety Responsibilities

1.1 Introduction

This Preliminary Health and Safety Plan collects and passes on information about significant Health and Safety risks which the Principal Contractor will have to manage during the Construction Phase of the project as laid down in The Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021.

The Contractor must make full allowance for complying with the necessary Regulations, both in terms of programme and resources.

The works will involve upgrade of the Heating Services & Gas Conversion including all associated electrical, civil and builders' works and is programmed for completion during the Autumn School Term in a live School Environment Commencing September 28th 2026 with [overall completion by January 5th 2027.

The appointed Contractor shall undertake the role of PSCS, and shall, prior to commencing any works on site, develop the Health and Safety Plan further to cover all aspects of the Heating Services Upgrade & Gas Conversion and associated electrical, civil and builders works to be undertaken. This will include carrying out design risk assessments where appropriate (e.g. temporary works etc).

The Contractors must make full allowance for complying with the necessary Regulations, both in terms of programme and resources.

Construction work will not be allowed to proceed until there is an adequate Construction Stage Health and Safety Plan in place which adequately addresses the site-specific issues described in this document. The Plan must be submitted to the Project Manager at least one week before any activity commences on site.

2.0 Project Team

2.1 Client:-

Name:	Limerick and Clare Education and Training Board,
Address:	Station Road, Ennis, Co. Clare
Contact:	Marie Cooney
Telephone:	(065) 6865476
Email:	marie.cooney@lcetb.ie

2.2 School

Name:	Scariff Community College
Roll Number:	70900I
Address:	Drewsborough, Scariff, Co. Clare V94 Y9W2
Contact:	Ms. Angela McNamara, Principal
Telephone:	(061) 921 083
Email:	angela.mcnamara@lcetb.ie

2.2 Project Manager & M&E Services Engineers

Name:	Fahey O'Riordan Consulting Engineers
Address:	Shanaclogh, Cappawhite, Co Tipperary
Contact:	Mr. John Fahey
Telephone:	(062) 75929
Mobile:	087 933 9582
Email:	john@force.ie

2.3 Project Supervisor Design Process

Name:	Fahey O'Riordan Consulting Engineers
Address:	Shanaclogh, Cappawhite, Co Tipperary
Contact:	Mr. John Fahey
Telephone:	(062) 75929
Mobile:	087 933 9582
Email:	john@force.ie

2.4 Project Supervisor Construction Stage

Name:	Appointed Mechanical Contractor
Address:	TBA
Contact:	TBA
Telephone:	TBA
Email:	TBA

3.0 The Nature of the Project

3.1 Location

The site of the works is at **Scariff Community College, Drewsborough, Scariff, Co. Clare.**

3.2 Nature of the Works

The scope of the works for the heating services upgrade & gas conversion includes the following:-

a) De-commission, isolate, drain down, remove and dispose of the redundant oil fired boiler in the boiler house and all associated header pipework and services including the oil storage tank and any remaining heating oil to a licenced waste recycling facility.
b) Careful removal and salvage of the existing domestic hot water cylinder and reinstallation in the upgraded heating centre.
c) De-commission, isolate, drain down, removal and disposal of the redundant heating distribution system and associated services throughout the main school building to a licenced waste facility on a phased basis in a live school campus environment as outlined in this plan.
d) All temporary works as necessary to keep the existing heating system in the Phase 2 areas in operation while the new system is being installed on a phased room by room basis.
e) Convert the heating system fuel supply to LPG as the fuel source, construction of a new bulk LPG tank storage compound and connection of the new gas service to run underground to the boiler room.
f) Supply and installation of four new gas fired boilers in back-to-back arrangement mounted on a new concrete plinth c/w low loss header kit, flue systems and gas safety systems.
g) Supply and installation of the new heating centre pipe work, valves, actuators, pumps and controls etc.
h) Supply of a new dual packaged pressurisation unit and expansion vessel and associated controls.
i) New heating distribution pipework and low water content radiator systems throughout the school.
j) New heating system control panel and all associated controls and provide a new remote booster control panel in the principal's office.
k) Controls upgrade to provide new two port motorised valves and zone thermostats to each room for independent temperature control.
l) De-commission, isolate, purge and disconnect the existing ¼ tonne gas storage tank serving main school building practical classrooms and connect to the new bulk storage system.
m) De-commission, isolate, purge and disconnect the existing 2 x 34kg gas bottles serving the modular building science lab and connect to the new bulk storage system.
n) All associated electrical works including isolations disconnections and strip out and new power and controls cabling run in new galvanised steel containment systems to serve the new heating system plant equipment and controls
o) All associated builders works including removal of the boilers and equipment plinths, clean out of the boiler house and repainting, removal of the oil tank and demolition of the oil tank support walls, bund walls and concrete base and removal of spoil and reinstate and make good to lay new infill tarmacadam level with the existing adjacent tarmacadam yard.
p) Civil works to trench and lay a new underground gas services from the new LPG tank storage compound to the boiler house, main school building and modular building room, reinstate the tarmacadam yard, concrete footpaths and grass margins and make good to match existing levels and finishes.
q) Testing & commissioning of the new boilers and heating system and controls.
r) Maintenance of the heating system and associated electrical installations during the 12 months defects period.
s) Routine service and maintenance of the new boilers and heating system including service of the gas boilers and gas safety system and re-certification at end of defects period.

The Mechanical Contractor shall supply all labour, materials, equipment and engineering services, and perform all works necessary to install the complete, tested, commissioned, and operational mechanical systems in accordance with the Specification and Drawings.

3.3 Restrictions on working hours

The works will be carried out on a phased basis during the autumn school term in a live operational school environment and it is proposed that the appointed contractor will operate during school hours where feasible and also extensively outside of normal school hours, at evening and weekends to deliver the upgrade in a phased manner as detailed in the preliminary plan. The contractor will be required to work outside of the normal school hours of 8:30 to 4:00pm as necessary to deliver the upgrade works on time while ensuring the health and safety of the school population.

The appointed contractor shall liaise with the Project Manager and School Principal to develop a detailed programme for completion of the works outside of normal school hours and to facilitate ongoing delivery of the full school curriculum for the duration of the works.

The school will try to facilitate some upgrade work during normal hours including all external works and works within the boiler house. These areas shall be segregated from the school by erecting Harris Fence type barriers to prevent unauthorised access to construction work areas. A very limited number of classrooms, maximum two at a time, will be made available to the contractor on a sequential basis to complete works during normal school hours where school time table permits. It is intended that this would be agreed on an ongoing daily basis with the school principal and the contract manager.

The school will close for the mid term break on Friday October 23rd and reopen on Monday 2nd November after which date, an operational heating system must be in place throughout the school apart from the two rooms being handed over for completion of the phased upgrade.

3.4 Intended Contract Dates:

Contract Award – 25th September 2026
Mobilise on Site – 28st September 2026
Phase 1 Works Complete – November 2nd 2026
Phase 2 Works Complete – January 5th 2027

3.5 Intended Contract Completion Date

Substantial completion by 5th January 2027

3.6 Environmental Restrictions and On Site Risks

Scariff Community College is located in the town of Scariff, Co. Clare. It is located on an enclosed site with low boundary walls and fences to the front and hedging and fences to rear and both sides which are not secure and special consideration should be given to site security, access and traffic management in a live school environment.

3.7 Preliminary Plan for Phased Upgrade Programme

It is proposed that the heating upgrade works would be completed on a phased basis during the autumn school term. The proposed phasing is as follows:-

Phase 1 – Boiler House and North Side Heating Upgrade Works
Phase 1 would commence immediately on appointment at the end of September 2026 and would include a full strip out of the boiler room and heating distribution system in the north side of the school only. The existing heating distribution system in the south side of the building and the existing header pipework back to the boiler house would be retained in situ and would be reconnected to the new heating centre via plate heat exchanger and the existing pump circuit to provide heating to the south of the building from November 2nd 2026.

Phase 1 would be split into three sub phases to be fully complete by end of mid term break on November 2nd 2026 as follows:-

- **Phase 1A** will include the heating centre upgrade and gas services and can be completed during normal hours. The strip out and upgrade of the distribution system within the East side of the northern end of the building will be stripped out and the new heating system installed generally outside of school hours, during evenings and

weekends with a maximum of two classrooms being given into the possession of the contractor during normal school hours. It is therefore envisaged that there would be a day crew and a separate evening crew working in the school after school hours. The school must be returned in suitable condition each morning for normal school activities. A maximum of two classrooms can be made available, on a rotational basis to the contractor during normal school hours to complete works but all works within the corridors will be completed outside of school hours as these areas cannot be made available to the contractor during normal school hours

- **Phase 1B** will include upgrade of the heating distribution system to the west side of the northern end of the building. Again the strip out and upgrade of the distribution system within the West side of the northern end of the building will be stripped out and the new heating system installed generally outside of school hours, during evenings and weekends, with a maximum of two classrooms being given into the possession of the contractor during normal school hours. It is therefore envisaged that there would be a day crew and a separate evening crew working in the school after school hours. The school must be returned in suitable condition each morning for normal school activities. A maximum of two classrooms can be made available, on a rotational basis to the contractor during normal school hours to complete works but all works within the corridors will be completed outside of school hours as these areas cannot be made available to the contractor during normal school hours

- **Phase 1C** will include upgrade of the heating distribution header pipework within the corridor areas of the South Side of the school building with valved tap offs into each classroom to facilitate later changeover of the heating within the rooms on a room by room basis as part of phase 2. The Phase 1C works shall be installed generally outside of school hours, during evenings and weekends and during the mid-term break. During school term the Phase 1C areas of the school must be returned in suitable condition each morning for normal school activities.

- **Phase 2** will include upgrade of the heating distribution system and radiators within the Zone 2 southern side of the building with rooms changed over from the existing heating distribution system to the new system on a room by room basis. The school will make two classrooms available during normal school hours on a rotational basis. Otherwise the contractor will need to work outside of normal school hours to complete the upgrade works. On completion of rooms the work areas must be cleaned and returned to the school in suitable condition for normal school activities. The existing heating circulation pump and heating pipework serving the south side of the building must remain in operation to provide space heating during the upgrade changeover works which will be completed in November / December when cold ambient temperatures will pertain and the school must not be left without a heating system. On completion of the changeover the existing header pipework back to the boiler house shall be decommissioned and stripped out outside of normal school hours and the ceilings re-instated.

It is envisaged that the works within the school will be completed both during normal school hours, with two classrooms being given into the contractor possession and also extensively outside of school hours for circulation corridor areas and other communal rooms and that the contractor will work in a flexible manner to accommodate the school's normal timetable in so far as is practical. The contractor shall be required to prepare a fully detailed programme of works in consultation with the School Principal and Employers Representative prior to commencement. The programme will be subject to ongoing review and adjustment in consultation with the school management for the duration of the works to ensure that the school can deliver the curriculum and the contractor can deliver the upgrade project.

4.0 The Site

4.1 Description of the Site

Scariff Community College is located in Drewsborough, Scariff, Co. Clare.

The proposed works will be completed in and around the main school building and the stand-alone boiler house as shown on the accompanying tender drawings.

The contractor's normal access to the upgrade works shall be via the main entrance from R352 public road which runs along the front boundary of the school grounds.

To The South - There is the stand alone school extension building, the school basketball court and play field and agricultural lands adjacent.

To The East - There is the stand alone boiler house with a shed adjacent, the oil tank compound, a new modular prefab classroom, an embankment with mature mixed trees a boundary fence and agricultural lands adjacent.

To The West - There is the school car park, a running circuit, mature mixed trees and residential properties adjacent.

To The North - There is the main school car park and entrance off the R352 public road, Scariff Campus stand-alone buildings, residential properties opposite and agricultural lands beyond.

The site is not secure with easy access possible over the boundary walls and fences.

4.2 Existing Structures

The contractor will be required to take every precaution to ensure that the structure or finishes of the building are not compromised by any necessary builder's works for the proposed Heating Services Upgrade and Gas Conversion.

Should any deterioration be noted then work must cease and advice as to how to proceed sought from the Design Team through the Project Manager.

Consultation must take place with the Project Manager in relation to any work involving breaking through the structure of the buildings to install new services. Locations are to be agreed with the project manager prior to commencement of any such builder's works

4.3 Existing Services

The mains water supply is brought underground to the school and the exact route is unknown but rises in the boiler house. The wastes risers run underground and exact routes are unknown.

The exiting incoming power supply is brought underground to the Electrical Plant Room located in the main school building and connects to the existing Main Distribution Board and sub-feed adjacent prefabs and stand-alone buildings.

Locations and routes of existing services are not detailed. The contractor must verify the extent and location of all existing services that may be affected by the works. Underground services have not been surveyed and local utilities companies including ESB, Telecom, Gas Networks and the local authority should be contacted prior to commencement of any excavation works. A ground penetrating radar (GPR) survey of the proposed trenching and new gas compound area shall be completed by the contractor prior to commencement.

4.4 Ground Conditions (Including Contamination)

No information available.

5.0 Drawings/Information

The drawings, information and other documents which were used in the preparation of the tender package are listed below:

Document No.	Title
2625-SPM-Rev-T1	Volume A - Works Requirements Particular Electrical Specification
2625-FTS6	Volume B - Form of Tender & Schedule
2625-SOP-Rev-T1	Volume C - Pricing Document / Schedule of Prices
2625-PHSP-Rev-T1	Volume D - Preliminary Health & Safety Plan
2625-ITTW4	Instructions to Tenders
PW CF6	Short Form Conditions of Contract

Drawing No	Title
2625-BW-01	Associated General Builders Works Sheet 1 of 2
2625-BW-01	Associated General Builders Works Sheet 2 of 2
2625-ME-01	Proposed Heating Services Power & Control and Boiler House Electrical
2625-MG-01	Proposed Gas Services Upgrade and LPG Gas Compound Layout & Details
2625-MH-01-1	Existing Heating Services Layout and Proposed Strip Out Works & Reinstatement - Sheet 01 / 02
2625-MH-01-2	Existing Heating Services Layout and Proposed Strip Out Works & Reinstatement - Sheet 02 / 02
2625-MH-02-1	Proposed Heating Services Layout & Details - Zone 1 North Facing Rooms & Corridors Layout – Sheet 01 / 02
2625-MH-02-2	Proposed Heating Services Layout & Details - Zone 2 South Facing Rooms & Corridors Layout – Sheet 01 / 02
2625-MH-03	Proposed Boiler House Layout and Heating & Gas Services Details
2625-MS-01	Proposed Heating Services Schematic
2625-MS-02	Proposed Heating Services MCC Power & Controls Schematic
2625-MZ-01	School Site Plan & Proposed Phasing Plan Layout

6.0 Design and Particular Risks

6.1 Introduction

It is the duty of the PSDP under Regulation 11(1) of the Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021 to apply the principles of prevention. These include the performance of risk assessments, in order to include within the Preliminary Safety and Health Plan and details of specific and particular risks identified.

The following is information concerning risks identified by the designer to allow the contractor to assess and put in place appropriate precautions. No attempt has been made here to describe those hazards and risks which a competent contractor should be able to identify and deal with. These risk assessments will be revised as the design develops. The complete design risk assessments are contained in Appendix D.

6.2 General Site Set Up

The contractor will be allocated an area within the School Campus, in close proximity to the works which can be used as a location for his office, storage and other facilities as required. A source of supply for water can be made available if required. A source of permanent power can also be made available for the works from the employers existing supply, and the contractor must make provision for temporary power for the works. The use of designated toilet/washing facilities within the building will also be made available to the contractor. It would be intended that details of the above and the actual boundaries of the site establishment would be agreed by the contractor and Project Manager at the Contract Pre-Start meeting

Parking facilities will be available within the school grounds.

6.3 Risks Identified By the PSDP

- It is proposed to partially complete the heating services upgrade and gas conversion works during the remainder of the summer holidays 2026 period when the school will be

closed to students and possession will be given to the contractor to complete the upgrade works. The school will be given into the possession of the contractor from August 6th to August 26st 2026. The school will reopen for the new autumn school term on August 27th and the contractor shall be required to complete the remainder of the works in and around an operational school working outside of normal school hours of 8:40am to 2:40pm to complete the remainder of the upgrade works.

- The school will be closed for the summer holidays; however the school caretaker / maintenance staff will continue to operate in the school to carry out normal maintenance duties including grass cutting etc. The contractor shall be required to carefully plan the works to ensure they can be carried out safety. The protection of employer staff and visitors is of critical importance at all times.

- Security of the identified boundaries of the site of both the proposed construction work and the office/storage area in order to prevent unauthorised access. Any security arrangements must include a method of recording who is on site at any moment in time and shall be agreed in consultation with the school operations management and the project manager.

- The protection of pedestrian and vehicular traffic is of critical importance within the access road and yard areas of the School whilst works are in progress.

- Prevention of any build-up of waste or stored materials beyond the boundaries of the identified compound area.

- The provision and maintenance of adequate messing, welfare and hygiene facilities for operatives, staff and visitors to site. The Health Safety and Welfare at Work (Construction) Regulations 2013 Part 14, regulations 98 to 105 inclusive which designate it as a specific duty of the contractor.

- Minimising the nuisance which may be caused by the works to all other areas beyond the boundaries i.e. noise, vibration, dust emissions etc. For information see section 10.1.

- Provision of adequate task lighting or power sources to carry out the works (110v distribution is mandatory (for further information see Item 10.7 of this Plan). Any temporary electric supply required by the contractor for the carrying out the works shall be a matter for the contractor to arrange.

- Ensuring that persons in close proximity to the works but not directly involved in them are not put at risk by poor housekeeping, unprotected opes and other hazards relating to the work.

- Initiation and enforcement of a strict fire plan as required by Item 10.5 of this Plan. A system of “hot work permits” is essential.

- Control of access to the work area. Unauthorised access must be prevented.

6.4 Risks Identified By the Architect

Not applicable.

6.5 Risks Identified By the C&S Engineers

Not applicable.

6.6 Risks Identified By the Mechanical and Electrical Designers

See Appendix D.

6.7 Significant Hazards

Asbestos Material

Due to the age of the building there is a risk that the building may contain asbestos materials. The appointed contractor shall be vigilant when undertaking the works and should any materials of concern be discovered work should cease immediately and the issue reported to the PSCS and PSDP immediately for investigation.

For the purposes of tender the contractor should assume that new services may be installed as indicated on the drawings.

7.0 Construction Materials

The below list is not all encompassing and can be added to by the Project Supervisor (Construction) and/or as the fabric of the works develops.

1. Cement Based Material
   I.e. mortar, concrete, floor screeds, plaster, etc.
   Glues, Solvents and Paints including Intumescent Paint
   Thought must be given to adequate ventilation during use, secure storage and method of disposal of unused material and empty cartons.

   The Project Supervisor Construction Stage is required to maintain a register of all hazardous substances including material safety data sheets and COSHH assessments.

8.0 Site Wide Elements

8.1 Position of Site Access and Egress

The contractor shall access the school building via the main entrance from the public road. Local access within the site will be agreed at the Pre Start Meeting with Project Manager.

8.2 Pedestrians

All existing pedestrian and vehicular routes in and around the location of the works must have adequate signage provided in order to make everyone aware of the “works in progress”.

8.3 Noise

Noisy works to be only carried out with prior notification and agreement of the Project Manager and School management.

8.4 Dust

Dusty works to be minimised and controlled.

8.6 Off Loading and Storage

A Contractors Compound / Laydown area shall be located in the School yard adjacent to the building, exact details to be agreed with the Project Manager. All materials coming to site must be stored within the Contractors Compound which will subject to agreement with the Project Managers at the Pre Start Meeting. Delivers should be programmed for outside the school morning and afternoon drop off and pick up times.

8.6 Site Accommodation

Location to be agreed with the Project Manager

8.7 Security

The site must be kept secure to prevent members of the public from entering the working areas. The Project Supervisor Construction Stage is to ensure signing in and out procedure for site operatives and visitors to site, as close as possible to the site entrance.

9.0 Overlap with Client's Undertaking

9.1 The existing Fire Alarm systems within the buildings shall be maintained in service for the duration of the works whilst the building is being upgraded. Smoke heads shall be covered during any dusty works to prevent contamination of the detectors and false alarms. Remove all smoke detectors covers on completion.

9.2 Fire/Emergency Procedures

Follow Client fire procedures.

9.3 Client Rules for Contractors

The Contractor shall at all times follow the rules and requirements as set out in the contract documents.

9.4 Client Operations

The client normal school operations will continue between 8:30am and 4:00pm Monday to Friday and the contractor shall liaise as necessary with the principal to ensure the safety and health of the school staff at all times. Program works outside of normal school hours and provide client staff inductions as necessary.

10.0 Site Rules

10.1 Prevention of Nuisance

In the production of any method statement, procedures need to be incorporated to address the following: -

(a) Noise Control
In all cases, the best practicable means of minimising noise on the site must be adopted. In this respect best guidance is given in British Standard, BS 5228: 1984 Code of Practice for Noise Control on Construction and Open Sites.

(b) Spoil Rubbish and Surplus Material
Spoil rubbish and surplus material must be removed from site as it accumulates unless otherwise specified.

(i) Comply with legislation governing the controlled tipping of refuse and disposal of contaminated water.
(ii) Avoid infestation by review, disposing properly of any matter attractive to pests.

(c) Pollution
Prevent any pollution of any kind being caused by the execution of the works.

(d) Dust
Dust concentration levels must be kept to a minimum.

10.2 High Visibility Clothing
Contractors employees and those of his sub contractors will wear high visibility clothing at all times whilst within the School Complex, whether working internally or externally.

10.3 Lifting Equipment
Should the Main Contractor decide to use any form of electrical hoisting equipment e.g. hoist, crane, conveyor etc then he must prior to use obtain the following information which will be recorded in the Safety File i.e.

- Type of power source required and availability of that power source.
- Technical data for equipment to be used i.e. height, reach, capacity, base requirements etc.
- Temporary works design if required for the base i.e. foundation, sole boards etc.
- Test certificates for selected equipment.

- Qualifications and details of experience for banksmen or slinger etc if required.
- If a crane is decided upon then the qualifications and details of the experience of the crane driver and the person in charge of lifting operations must be recorded.

10.4 Personal Protective Equipment

The Main Contractor will assess the need and provide all necessary personal protective equipment for persons employed on site and all visitors to site i.e. safety helmets, overalls, safety footwear, face masks etc as required by the Safety Health and Welfare at Work Act 2005-2013 and current Public Health advice.

He must also ensure that protective equipment is worn at all times for the duration of the contract.

10.5 Hygiene

The Main Contractor must provide and ensure the use of suitable hygiene facilities, which will include hot and cold water, soap, towels, barrier creams, sanitizer etc.

10.6 First Aid

The Main Contractor must provide adequate first aid facilities.

10.7 Temporary Electrics

The Contractor must provide the PSCS with details of his proposals for the provision of any temporary electric supply, which he may require during the course of the works. These details will include:

- Source and nature of supply.
- In built protection within the system i.e. RCD or other step down and distribution proposals.

It should also be noted that prior to the use of temporary electric supplies, the PSCS must have received appropriate test certificates to show that all work is acceptable to Electrical Regulations.

The contractor should also note that **only 110v tools will be acceptable**. Temporary electrics are a design element and as such need to be designed by a competent person and require design risk assessments (by the contractor).

10.8 Reporting of Accidents

The Contract Administrator must be kept informed with regard to any accidents or dangerous occurrences that may occur on site and be recorded within the Safety File.

Copies of all correspondence with the Health and Safety Authority in regard to the project must also be copied.

10.9 SOLAS (FAS) Safe Pass Card

The Contractor must be able to demonstrate at all times that both he and his sub contractors are in compliance with the duties imposed in the Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021 (SI528:2021).

11.0 Continuing Liaison

The enclosed Initial Safety and Health Plan is a true reflection of the project with regards to the information available at the time of writing.

The following procedures shall be in place with respect to considering the Health and Safety implications of design decisions, which remain to be made, or where design changes occur or where time required for the completion of the project or phases of the project occurs.

The relevant design decisions, design changes or time changes should only be those which materially affect the information provided with respect to particular risks as defined under the Regulations or to the nature and scope of the project as to the extent necessary to enable the

Project Supervisors to comply with the Safety Health and Welfare at Work (Construction) Regulations 2013 – 2021 SI No 528:2021.

The PSCS will promptly bring to the attention of the PSDP any such design decisions that he is aware of.

Designers are to notify promptly both the PSDP and PSCS of design decisions and provide them with sufficient information i.e. copies of documentation etc, in order for them to carry out the necessary assessments before the revised work is carried out and to give directions regarding same when the assessment has been completed.

The PSDP will be copied with the minutes of all on site meetings where design decisions are involved and all written instructions or confirmation or verbal instructions issued by the Design Team which are relevant decisions or changes as defined above.

The PSDP and the PSCS shall meet as necessary to co-ordinate information received from all designers. The frequency of such meetings will depend on the matters to be addressed by the PSCS in the developed Safety and Health Plan. Health and Safety must be headed up as an item to be addressed at all Project Site meetings, including the contractors meetings with designers sub contractors, suppliers, employees etc.

Where unforeseen eventualities arise during project execution resulting in substantial design changes or affecting the time period for the project, the Designers shall promptly notify the PSDP and PSCS and provide these with relevant information together with the Designer's Risk Assessment. Directions shall be issued as necessary by the PSCS acting on the information and work assessment supplied.

APPENDIX A

SUGGESTED FORMAT FOR THE DEVELOPED SAFETY AND HEALTH PLAN

SUGGESTED FORMAT FOR DEVELOPED HEALTH AND SAFETY PLAN

Note: The format is only given as a general guideline and may be adjusted or revised as the PSCS nevertheless, the Safety and Health Plan must address the issues outlined.

1.0 GENERAL

1.1 Description of the Project
Including name of person responsible for carrying out duties of Project Supervisor Construction Stage.

1.2 General Statement of Health and Safety Principles and Objectives for the Project
Including a copy of the Contractor's Health and Safety Policy Document and Health and Safety Statement.

1.3 Information on restrictions which affect the Work.

2.0 ORGANISATION AND MANAGEMENT

The number and type of staff responsible for Health and Safety on this Project with details of their qualifications, a schedule of their duties and contact numbers, (emergency and normal). Specific and suitably qualified individual(s) must be identified as Site Safety Officer to take overall responsibility for site safety issues including the approval of method statements, permits to work and liaison with the Project Supervisor(s).

3.0 HEALTH AND SAFETY STANDARDS TO WHICH PROJECT WILL BE CARRIED OUT

4.0 MEANS FOR INFORMING ALL CONTRACTORS ON SITE

4.1 Please note the definition of Contractor under the Regulations is extremely broad

5.0 SELECTION PROCEDURES

Contractors, self-employed and designers employed by the contractors will comply with Health and Safety requirements and made adequate provision for Health and Safety. Suppliers of materials to provide adequate Health and Safety information to support their products.

Machinery and plant to be properly selected used and maintained and operation training provided.

6.0 COMMUNICATION AND CO-OPERATION

7.0 ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

Risk Assessments include those to be incorporated by other contractors. Control measures including arrangements for issuing directives.

8.0 ACTIVITIES WITH PARTICULAR RISK TO HEALTH AND SAFETY

Control measures including method statements to be clearly set out.

PROCEDURES AND A PROGRAMME FOR THE DEVELOPMENT OF CONTRACTOR DESIGN ITEMS AND CONTINUED LIAISON WITH THE PROJECT SUPERVISOR (DESIGN STAGE) AND THE CLIENT'S SAFETY OFFICER

10.0 EMERGENCY PROCEDURE

For dealing with and minimising effects of injuries, fire and other dangerous occurrences.

Reporting of notified accidents or incidents to Health and Safety Authority under the Safety, Health and Welfare at Work (General Application) Regulations 1995.

Arrangements for ensuring those proper site safety records are maintained.

11.0 WELFARE PROVISION

12.0 INFORMATION AND TRAINING FOR PEOPLE ON SITE

13.0 CONSULTATION WITH PEOPLE ON SITE

14.0 SITE RULES

15.0 SAFETY FILE

Arrangements for passing on information for preparation of the Safety File to the PSDP as the project progresses.

16.0 ARRANGEMENTS FOR MONITORING COMPLIANCE

17.0 PROJECT REVIEW

Reviews on different trades as the work completes.

APPENDIX B

INFORMATION REQUIRED BY THE CLIENT TO BE PROVIDED BY THE PSCS TO THE PSDP IN THE FORM OF A HEALTH AND SAFETY FILE ON OR PRIOR TO PRACTICAL COMPLETION BEING ISSUED FOR ANY SECTION OF THE WORKS

IMPORTANT NOTICE

The Contractor/PSCS must be aware that the Client will require two hard copies and two electronic copies on disk of all Health and Safety information which will form the basis of the Safety File or Files.

The Contractor/PSCS will be required to provide to the PSDP: -

- Two copies of all encompassing information which includes all 'As Built' operational and maintenance information pertaining to the works. **To be available on or prior to Practical Completion. Delay in submission of the Health & Safety File will result in delay in Practical Completion.**

- Where the nature of the design includes performance specifications for work packages where the Main Contractor or his Sub Contractor is expected to develop the design further in order to prepare installation drawings, the Main Contractor will be expected to provide "As Constructed" drawings and other information for inclusion within the Safety File.

Please Note:

All information must be produced in an acceptable manner i.e.

- suitably sized four ring presentation binder
- sections indexed
- indexes and information fitted into PVC poly pockets for durability
- Drawings in both electronic and paper format

APPENDIX C
LEGISLATION AND STATUTORY FORMS APPLICABLE TO CONSTRUCTION SITES

LEGISLATION APPLICABLE TO CONSTRUCTION SITES

SI No 528 of 2021
Safety Health and Welfare at Work (Construction) (Amendment) Regulations 2021

SI No 129 of 2019
Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2019

SI No 291 of 2013
Safety Health and Welfare at Work (Construction) Regulations 2013

SI No 504 of 2006
Safety Health and Welfare at Work (Construction) Regulations 2006

SI No 381 of 2006
Safety Health and Welfare at Work (Work at Height) Regulations 2006

No 7 of 2005
Safety Health and Welfare at Work Act 2005
This Act applies to all places of work

No 10 of 1955
Factories Act 1955

No 9 of 1980
Safety in Industry Act 1980
Certain provisions of the 1955 and 1980 Acts apply to construction work

SI No 44 of 1993
Safety Health and Welfare at Work (General Application) Regulations 1993

SI No 132 of 1995
Safety Health and Welfare at Work (Signs) Regulations 1995

SI No 619 of 2001
Safety Health and Welfare at Work (Chemical Agents) Regulations 2001
Code of practice for Safety Health and Welfare at Work (Chemical Agents) Regulations 1994

SI No 80 of 1993
Safety Health and Welfare at Work (Carcinogen) Regulations 1993

SI No 446 of 1994
Safety Health and Welfare at Work (Pregnant Employees, etc) Regulations 1994

SI No 357 of 1995
Safety Health and Welfare at Work (Repeals and Revocations) Order 1995

SI No 34 of 1989 &
European Communities (Protection of Workers) (Exposure to Asbestos) Regulations 1989

SI No 276 of 1993
European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations 1993

SI No 219 of 1988
European Communities (Protection of Workers) (Exposure to Lead) Regulations 1988

SI No 157 of 1990
European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990

SI No 251 of 1989
European Communities (Protection of Workers) (Exposure to Chemical, Physical and Biological Agents) Regulations 1989

SI No 77 of 1994
European Communities (Classification, Packaging and Labelling of Dangerous Substances) Regulations 1994

SI No 272 of 1995
European Communities (Classification, Packaging and Labeling of Dangerous Preparations) Regulations 1995

1987 Air Pollution Act

1990 Building Control Act

European Communities (Manual Handling of Loads Where There is a Risk Particularly of Back Injury) Directive 90/269/EEC

STATUTORY CONSTRUCTION FORMS

AF1 Notification By The Client To The HSA – to be made following the appointment of the PSDP.

AF2 Notification By The PSCS To The HSA – to be made prior to start of the construction process.

CR2 Certificate of safe working load of an excavator/and or loader used as a crane – to be issued before machine is put into use.

CR3 Certificate of test of thorough examination of a crane – to be made every 14 months or a period not greater than four years if the crane has been out of use etc.

CR3A Report of the results or anchoring or ballasting tests of cranes – to be made on each before the crane is erected.

CR3B Report of the results of any test of automatic safe load indicators – to be made before it is put into use or after any alteration that is likely to affect the indicator.

CR4 Certificate of test and thorough examination of crabs, winches, pulley blocks and gin wheels used for a load of 1 tonne or more – every four years.

CR4A Report of thorough examination of lifting appliances (except hoists and mobile elevating work platforms)- every 14 months.

CR4B Report on results of weekly inspections of lifting appliances or safe load indicators.

CR5 Certificate of test and examination of wire rope – to be before the wire rope is put into use.

CR6 Certificate of test and examination of chains, chain slings, rope slings or similar gear – to be made every six months.

CR6A Report of thorough examination of chains, ropes and lifting gear – to be made every six months.

CR6B Report of annealing or appropriate heat treatment of chains and lifting gear – to be carried out as the treatment is carried out.

CR7 Certificate of test and thorough examination of hoist.

CR7A Report of results of six monthly thorough examination of hoists.

CR7B Report of results of any test and examination of hoist to be used for carrying persons.

CR7C Certificate of test or thorough examination of mobile elevated work platform.

CR7D Report of results of six monthly through examination of mobile elevated work platform.

WH1 Work Equipment for Work at Height Inspection Form

AF3 Inspection and Thorough Examination of:
a) Excavations, shafts, earthworks, underground works or tunnels.
b) Cofferdams or caissons

IR1 Form of Notice of Accident

IR3 Form of Notice of Dangerous Occurrence

APPENDIX D
M&E ENGINEERS
DESIGNER'S RISK ASSESSMENTS

APPENDIX E
AVAILABLE ASBESTOS SURVEY REPORT